

Iowa Department of Education
Bureau of Nutrition and Health Services
State Review Summary Report
Christ The King School (17378117)
Dates of Review: 1/23/2019 – 1/24/2019

Program Year: 2019
Month of Review: December
Lead Reviewer: Jean Easley
Org Representative(s):

Org - Level Findings

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
100 - Certification and Benefit Issuance	V-0100	Hearing Official must not be involved in determination process; therefore cannot be same individual as Confirming Official. The Confirming Official reviews, signs, dates application selected for verification prior to beginning the process - the application selected was not dated. Definitions of Determining, Confirming and Hearing were explained during review and must be three different individuals. The Hearing Official is generally a position of higher authority.	For your response, state your plan for who will be the Determining Official, Confirming Official and Hearing Official. State your understanding the Confirming Official will review, sign and date application(s) selected for verification.	
700 - Resource Management	V-0700	A written local procurement plan and code of conduct for child nutrition is required.	Complete and attach a local procurement plan and code of conduct.	
700 - Resource Management	V-0700	Teachers are not paying the required \$3.65 price for "teacher salads" prepared by Nutrition.	For your response, state your understanding the adult meal price includes all meals, including salad meals, provided to teachers and the effective date this will change at school.	
800 - Civil Rights	V-0800	USDA NON DISCRIMINATION STATEMENT is not included on menu or website.	State your plan to include the USDA Non Discrimination Statement on all child nutrition program information. Attach a menu showing the abbreviated statement.	
1000 - Local School Wellness Policy	V-1000	An assessment of the local wellness policy has not been completed. Both the local wellness policy and most recent assessment of the local wellness policy are to be made available to the public. Resources (website, assessment template, summary of final rule) provided to Principal for technical assistance.	For your response, describe your plan and timeline to complete an assessment and how Christ the King will make both available to the public. List the date of your next wellness committee meeting.	

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RMCR - Indirect Costs	V-RMCR	School used a direct cost method charging Nutrition 6% of utilities. Technical Assistance given to develop and use an indirect cost method instead. The indirect cost rate would be then used to pay for utilities per USDA guidance. Appendix D: Typical Costs and their classification as Direct or Indirect provided.	For your response, describe your plan for SY2018-2019 to set up an Indirect Cost Allocation, or your intention to pay all costs from the general fund and not charge the nutrition fund.	
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Site - Level Findings: Christ The King School (8117)

Area	Findings ID	Finding Description	Required Corrective Action	Corrective Action Response
400 - Meal Components and Quantities - Breakfast	V-0400	Mini Donuts and Granola Bar offered during the focus week in December did not credit for a full serving of grain. Both items were removed from reimbursable breakfast menu selection prior to the day of review. Corrected on site, no response is necessary.	Corrected on site, no response is necessary.	
400 - Meal Components and Quantities - Lunch	V-0400	Food Production Records for breakfast and lunch are incomplete. Technical Assistance given to include: Total Quantity Prepared and Leftover, Number of planned servings in addition to actual, Serving Size for recipes such as Spaghetti and Chicken Noodle Soup, and Green Leafy - indicate actual serving size given.	For your response, submit revised/corrected breakfast and lunch records from the day of the review.	

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Org - Level Technical Assistance

Area	Question	Comments
200 - Verification	210 a. Did the SFA attempt to directly verify selected applications?	DIRECT VERIFICATION: Prior to beginning the verification process, make it your practice to run student names from selected applications through E Look Up to see if students have become directly certified.
300 - Meal Counting and Claiming	305 What are the SFA's meal counting and claiming policies and procedures for the following situations:	EDIT CHECK REPORT: Current Point of Service program does not offer an Edit Check Report. SFA completes a hand written monthly Edit Check report which is maintained with submitted claims. SFA intends to purchase an updated Point of Service Program. Technical Assistance recommend an Edit Check report and to follow proper procurement practices when moving forward.
700 - Resource Management		BUY AMERICAN EXCEPTION LOG: SFA is to keep a log reporting any nondomestic agriculture products purchased with CN dollars. The Exemption Log should state date, product accepted and reason why they accepted it, i.e. domestic product was not available or significantly higher priced than the non-domestic product.
700 - Resource Management		PROCUREMENT: 1. Develop a procurement plan and plan to review and update plan annually. 2. Complete the Code of Conduct Tab on your Procurement Plan; reference local Board Policies as appropriate. 3. Debarment Certification Tab: Documentation is to be available to show SFA confirmed vendors are in good standing to do business with federal government. You must have a Debarment form on file for each vendor. 4. Continue efforts to organize and track documentation of procurement events, divided into areas of – micro purchases, small purchases and formal. 5. Attend a regional procurement training - for non-public schools if possible.
800 - Civil Rights		USDA NON DISCRIMINATION STATEMENT: For USDA Nutrition Programs - the National School Lunch and Breakfast Programs you must use the USDA Non Discrimination Statement. The full statement must be included on all documents, websites and

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		documents referencing nutrition programs. Menus may contain the abbreviated statement "This institution is an equal opportunity provider."
800 - Civil Rights	805 What procedures are in place for accommodating students with disabilities?	DIET MODIFICATION FORM: an updated form is available under Download Forms. Please use this form moving forward.
1200 - Professional Standards	1208 Is the SFA tracking training hours on an annual basis?	PROFESSIONAL STANDARDS: an alternate training tracker is shared which may be helpful tracking and counting required hours while documenting required KEY areas. Be sure to count webinars such as Eligibility, ServSafe classes, Nutrition staff meetings held onsite.
1600 - School Breakfast and SFSP Outreach	1600 Did the SFA inform families of the availability of the School Breakfast Program prior to, or at the beginning of, the school year and provide reminders about the availability of the School Breakfast Program throughout the school year?	BREAKFAST MENU: recommend to make a breakfast menu available. Additionally, your webpage could include: Meal Prices, Meal Charge Policy, Diet Modification Form, Contact information, and a link to complete Non Discrimination Statement and wellness policy and assessment.
1600 - School Breakfast and SFSP Outreach	1601 How did the SFA inform eligible families about the availability and location of free meals for students via the Summer Food Service Program?	Maintain documentation showing SFA informed families about availability and location of free meals for students via the Summer Food Service Program.

Site - Level Technical Assistance Christ The King School (8117)

Area	Question	Comments
300 - Meal Counting and Claiming - Breakfast	318 At the selected school(s), does each type of meal service line as observed on the day of review provide an accurate count by eligibility category at the point of service (or approved alternate)?	POINT of SERVICE: recommend changing your breakfast POS to be at the end of the line to ensure reimbursable meals are counted correctly and a la carte is charged correctly.
1400 - Food Safety	1408 Were the selected relevant temperature logs available for review?	Thermometers are to be calibrated. Written information provided on thermometer calibration. Check to see if your digital thermometers can be calibrated and begin documentation of thermometer calibration as stated in your local HACCP plan.

Org - Level Commendations

Description

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<p>APPLICATIONS: Benefit documents were very well organized. All applications were completed correctly and benefits given to Directly Certified students as required. I CAVES documentation is attached to each application. E Look Up records maintained. Access to benefit information is limited to Determining Official.</p>
<p>CIVIL RIGHTS: Civil rights poster was posted in the cafeteria. Annual civil rights training was provided food service staff and documented. Students with special dietary needs are correctly documented and accommodated. Ethnic/racial information is collected and the form is completed. No discrimination observed.</p>
<p>FOOD SAFETY PLAN: HACCP plan has been updated and organized to reflect current practices. Director is ServSafe Certified and plans to include head cook with upcoming training.</p>
<p>NUTRITION and MENU PLANNING: New Director does an exceptional job organizing all required nutrition documentation including CN labels, Product Formulation Statements, Standardized Recipes. A la carte items have documentation ensuring they are compliant with smart snack regulation. Good understanding of meal pattern. Breakfast and Lunch signage shows how to build a reimbursable meal.</p>
<p>PROFESSIONAL STANDARDS: FSD has documentation of training attended including herself and nutrition staff.</p>
<p>RESOURCE MANAGEMENT: The school nutrition program is self supporting. FSD completed financial report in IowaCNP as required. No fiscal action as result of this review.</p>
<p>USDA FOODS: Nutrition Director used greater than 100% of allotted Planned Assistance Level (PAL) for USDA Food.</p>
<p>VERIFICATION: well organized documentation. Correct number of applications verified and were correctly selected from error prone applications. All income sources verified with at least one month's income, and process was completed on time. Verification Prototype Letters used. The application) selected for verification was confirmed prior to verification. Determining Official attended webinar training.</p>

Site - Level Commendations Christ The King School (8117)

Description
<p>ENVIRONMENT: Kitchen is clean and orderly. Students are observed to have enough time to eat. Grades 4 - 8 are allowed to purchase a la carte items after they finish their main meal. Nutrition Staff are friendly and encouraging to students. Staff at the end of the line observed to understand the meal pattern requirements.</p>
<p>FOOD SAFETY: Good food safety practices observed. Nutrition staff wear gloves and proper hair restraints. Food temperatures are taken and documented. Hot food is hot; and cold food is cold. Temperatures of refrigeration/freezer are documented appropriately.</p>
<p>REIMBURSABLE MEALS: All meals observed during the day of the review met reimbursable requirements. Menu offers many homemade items, such as homemade bread on Tuesdays, homemade soup on Wednesdays, pasta meal on Thursdays. Good participation is observed.</p>
<p>SPECIAL MILK PROGRAM: Milk is provided to preschoolers who do not have access to breakfast or lunch program. There is a milk count taken at the point of service in the classroom as required. Corrective Action is still in place from previous review finding.</p>